

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 6, 1995

SUBJECT: DEPARTMENT POLICY ON RETALIATION

PURPOSE: This Order establishes the Los Angeles Police Department policy statement on retaliation.

POLICY: In order to ensure all Department employees the opportunity to perform their duties to their fullest potential, it is essential that a supportive working environment be maintained. This environment must be free from fear of retaliation in any manner. Retaliation may occur for such reasons as, but not limited to:

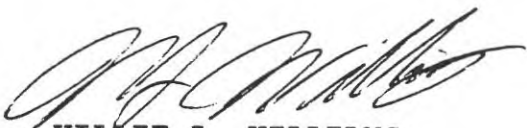
- * Reporting misconduct;
- * Testifying against a fellow officer at a Board of Rights;
- * Disagreeing with racial or gender based issues;
- * Testifying at a criminal or civil trial; or
- * Refusing to participate in a job action.

All employees shall refrain from any acts of retaliation. These acts include, but are not limited to:

- * Refusal to provide backup or support;
- * Creation of a hostile work environment;
- * Intimidation or ridicule; or
- * Inappropriate jokes, remarks, or gestures.

All Department employees have a responsibility for promoting a discrimination-free work environment. In addition, supervisors have the responsibility of ensuring that all employees are informed of the seriousness of retaliation and its consequences.

AMENDMENT: This Order adds Section 1/272 to the Department Manual.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "P"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 3, 1995

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order advises Department employees of certain revisions to the Department Manual.

PROCEDURE:

I. TRESPASS WARNING LETTER PROCEDURES - ESTABLISHED.

Effective October 1989, Los Angeles Municipal Code (LAMC) Section 41.23 (Trespass On Housing Authority Property) was enacted to prohibit persons from returning to Housing Authority property within 30 days after being issued a written notice not to trespass on the property. This Order activates the Trespass Warning Letter, Form 3.21, to enforce Section 41.23 LAMC, and establishes procedures for the issuance and distribution of the form.

A. Trespass Warning Letter, Form 3.21 - Activated.

- * **Use of Form.** This form is used to issue a 30-day warning to persons who trespass on Housing Authority property in accordance with Los Angeles Municipal Code (LAMC) Section 41.23 (Trespass On Housing Authority Property).
- * **Completion - General.** A separate letter shall be completed for each violation of Section 41.23 LAMC (Trespassing) and served on each individual violator.
- * **Distribution.**
 - 1 - Original, retained by division's subpoena control officer.
 - 1 - Copy, violator.
 - 1 - Copy, division's front desk.

3 - TOTAL

B. Issuance and Distribution of the Trespass Warning Letter, Form 3.21.

Officer's Responsibilities. Whenever an officer determines that an individual has entered upon Housing Authority property without lawful permission, the officer shall verbally advise the individual that he/she is trespassing. A check shall then be made to determine if a Form 3.21 is on file with the division of occurrence.

If the individual was issued a Form 3.21 within the preceding 30-day period, the individual **shall** be arrested for violation of Section 41.23 LAMC. A copy of the Form 3.21 shall be made and attached to the

arrest report. The **original** Trespass Warning Letter shall remain in the Trespass Warning book at the division's subpoena control office.

If a Trespass Warning Letter is not on file, the officer shall issue a Form 3.21 to the individual. The officer shall read the second paragraph of the Trespass Warning Letter to the violator, and request the violator to sign the form. If the individual refuses to sign the form, the officer shall print "Refused" on the violator's signature line followed by his/her initials. The officer shall sign and date the form prior to providing the violator with the second copy of the document. The original document and one copy shall be submitted with the officer's Daily Field Activities Report, Form 15.52.

Note: An individual that was previously served with a Trespass Warning Letter may be arrested only when the warning and arrest specify the same Housing Authority property within the 30-day period.

Subpoena Control Officer's Responsibilities. Subpoena control officers shall ensure that the **original** Form 3.21 is retained in a notebook binder in the subpoena control office. A copy shall also be placed in a three-ring notebook binder that shall be retained at the division's front desk, for field personnel use.

Commanding Officer's Responsibilities. Commanding officers shall ensure that a notebook binder is maintained in the division's subpoena control office to retain the **original** Trespass Warning Letters. A Trespass Warning book shall also be maintained at the division's front desk for use by field personnel. Commanding officers shall ensure that copies of the Form 3.21 are purged from the book after 30 days.

AVAILABILITY: The Trespass Warning Letter, Form 3.21, is attached for immediate duplication and use. The Form 3.21 is available for ordering at Supply Division.

AMENDMENT: This Order adds Sections 4/276, 4/276.10, and 5/3.21 to the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. ESTABLISHMENT OF CHECKING ACCOUNTS. A recent audit by the City Controller's Office revealed a lack of uniformity in the establishment of Department checking accounts. This Order delineates procedures for the establishment of a checking account.

A. Requesting Entity - Responsibilities. Anytime a Department entity wishes to establish a checking account with monies received from **any** source, (e.g., contributions, Secret Service funds, non-budgetary funds, etc.), the entity shall submit an Intradepartmental Correspondence, Form 15.2, to Fiscal Operations Division (FOD) containing the following:

- * Request for approval to establish a checking account;
- * Source of funds;
- * Intended use of funds; and
- * Anticipated yearly deposits.

The Form 15.2 shall be submitted through the requesting entity's chain of command.

B. Fiscal Operations Division - Responsibilities. Upon receipt of the Form 15.2, FOD shall:

- * Review the request;
- * Determine if the account is subject to the City's financial controls;
- * If yes, establish a new account with the City contracted bank; or
- * If not, advise the requesting entity of the appropriate means to handle the monies.

AMENDMENTS: This Order amends Section 2/420.05, and adds Sections 3/340 and 3/340.10 to, the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of each operations bureau and the Commanding Officer of Fiscal Support Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. FOREIGN TRAVEL RISKS AND PROCEDURES. The Foreign Service Act of 1980 set forth legislation which requires that law enforcement agencies involved in foreign country investigations keep the United States Chief of Mission in the respective country fully informed of all the activities and operations conducted in that country. It further requires that all law enforcement agency employees comply fully with all applicable directives of the Chief of Mission.

Department employees traveling outside the United States on duty-related investigations are exposed to varying degrees of risk. Recent events in some foreign countries have made law enforcement officers the target of terrorism and criminal conduct. This requires that procedures be implemented which will enhance the success and security of Department employees traveling in foreign countries.

Detective Support Division has resources such as the Foreign Prosecution/Interpol Liaison Unit and the Asian Crime Investigation Section available to assist Department personnel when conducting investigations outside of the United States.

This Order establishes procedures for an investigating officer to follow prior to conducting an investigation in a foreign country.

- A. Investigating Officer's Responsibilities.** When an investigating officer is required to conduct an investigation outside of the United States, he/she shall contact the Foreign Prosecution/Interpol Liaison Unit (FPLU), Detective Support Division (DSD), prior to completing a Travel Request For Business Trips, Form 15.70. The investigating officer shall be guided by the advice of the FPLU.

Note: Department personnel who anticipate traveling to a foreign country on personal business or leisure are also encouraged to contact the FPLU for information and advice.


- B. Detective Support Division - Responsibilities.** Detective Support Division shall provide an investigating officer any advice which may be pertinent for the country to which he/she is traveling. In addition, DSD shall establish and maintain a Foreign Advisory Travel Log. The Foreign Advisory Travel Log shall include, but not be limited to, the following information:

- * The investigating officer's name, rank and serial number;
- * The name of the foreign country to which the officer is traveling; and
- * The advise provided.

AMENDMENTS: This Order adds Section 3/390.35 to, and amends Section 2/1043.33 of, the Department Manual.

FEBRUARY 3, 1995

AUDIT RESPONSIBILITIES: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT

WILLIE L. WILLIAMS
Chief of Police



RICHARD J. RIORDAN
Mayor

P.O. Box 30158
Los Angeles, Calif. 90030
Telephone:

Ref #:

TRESPASS WARNING

The Los Angeles Housing Authority has requested the Los Angeles Police Department and the Los Angeles City Housing Authority Police Department to have **ALL PEOPLE** without lawful permission from the Housing Authority of the City of Los Angeles, its agent, representative, or person having a current and valid lease to occupy a dwelling unit upon the property of the Housing Authority of the City of Los Angeles, **TO LEAVE THE PROPERTY.**

You, the below identified person, do not have permission to be on or to enter upon Housing Authority property. You are being formally **WARNED** and requested to leave Housing Authority property. If you return to this Housing Authority property without permission **WITHIN THE NEXT 30 DAYS** after having received this warning and advisement, **YOU WILL BE SUBJECT TO ARREST** as being in violation of Los Angeles Municipal Code Section 41.23.

(Print the below information.)

CONCERNED HOUSING DEVELOPMENT: _____

DATE: _____ TIME: _____

LOCATION WARNED: _____

PERSON WARNED: _____ OLN: _____

HOME ADDRESS: _____

HAIR: _____ EYES: _____ HEIGHT: _____ D.O.B.: _____ DESCENT: _____ SEX: _____

REASONS GIVEN FOR BEING AT LOCATION: _____

VIOLATOR'S SIGNATURE: _____

(If refusal, print "Refused" on signature line)

I, Officer _____ have read the above to the above identified person and have given him/her a copy of this warning. I further certify that there are "No Trespassing" signs posted throughout this Housing Authority property.

Officer's Signature: _____ Serial No. _____ Date _____

Witness Officer: (if any) _____ Serial No. _____ Date _____

WILLIE L. WILLIAMS
Chief of Police



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 15, 1995

SUBJECT: PROCEDURE FOR BOOKING "HIGH-VALUE" PROPERTY

PURPOSE: This Order defines "high-value" property and establishes procedures for the booking and disposition of high-value property into Department custody, and supersedes Office of Operations Order No. 5, 1994.

PROCEDURE:

I. **HIGH-VALUE PROPERTY - DEFINED.** "High-value" property is any individual item (except those reported on a Vehicle Investigation, Form 3.07) valued at \$5,000 or more. The value of the property may be based on personal knowledge, expertise, receipts or ownership documents listing the property value, or statements made by the victim or person reporting.

II. **BOOKING HIGH-VALUE PROPERTY.**

A. **Officers' Responsibilities.** When an officer seizes or takes into custody high-value property, the concerned officer shall:

- * Attempt to determine the true owner of the property. This can be accomplished through statements of the victim or person reporting, receipts and ownership documents or serial numbers or other markings on the property itself.

NOTE: The owner may or may not be the same as the victim, person reporting, person in possession, or arrestee.

- * Ensure the property is packaged or labeled and secured;
- * Transport the property and all other associated property to Central Property Section or Valley Property Section, Property Division, for booking;
- * Ensure the property is booked without unnecessary delay;
- * When completing a Property Report, Form 10.01, place the letters "HV" under the miscellaneous column next to the item description. The true owner's information, if available, shall be entered in the space provided for owner information; and
- * When completing a Preliminary Investigation Report (PIR), Form 3.1, or Arrest Report, Form 5.02, the letters "HV" shall be placed under the miscellaneous column next to the item description. The true owner's information, if available, shall be listed in the "Involved Persons" section denoted

by the code "TO" if the true owner is different than the victim or person reporting.

Note: If the true owner of a high-value item cannot be identified or is the same as the victim or person reporting, a statement indicating such shall be included in the narrative portion of the PIR, Arrest Report or Property Report.

- B. Investigating Officers' Responsibilities.** Upon receiving a PIR, Arrest Report or Property Report listing high-value property **without** the true owner's information, the investigating officer shall conduct a follow-up investigation to determine the true owner.

Upon receiving information from the Property Disposition Coordinator that a high-value item is available for release, the investigating officer shall:

- * Notify the true owner telephonically;
- * Have the Property Disposition Coordinator input complete and accurate release instructions into the Automated Property Information Management System (APIMS); and
- * Document all efforts to contact the high-value property owner on the Follow-up Investigation, Form 3.14.

Note: If the true owner of the high-value item available for release cannot be determined, the investigating officer shall have the Property Disposition Coordinator input complete and accurate disposition instructions into APIMS.

- C. Property Officers' Responsibilities.** Property officers at Central Property or Valley Property Sections of Property Division who accept high-value property for booking shall:


- * Verify the value or estimated value of the property being booked in the presence of the booking officer;
- * Ensure the property information is input into APIMS as high-value;
- * Ensure the letters "HV" have been noted on the appropriate forms;
- * Notify a Property Division supervisor of the high-value property being booked; and
- * Have the property booked into the property room safe or other appropriate location.

FEBRUARY 15, 1995

FORM AVAILABILITY: The Preliminary Investigation Report (PIR), Form 3.1, and the Arrest Report, Form 5.02, will be revised at the next routine printing. Existing stock may be used until the revised forms are available at Supply Division.

AMENDMENTS: This Order adds Section 4/510.20 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, Support Services Bureau, and the commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 24, 1995

SUBJECT: TEMPORARY DETENTION OF JUVENILES IN DEPARTMENT FACILITIES AND PROCEDURES FOR MEDICAL TREATMENT OF JUVENILES TO BE DETAINED

PURPOSE: This Order revises Department procedures for the temporary detention of juveniles at Department facilities to comply with Sections 206, 207, 207.1, 210.2, and 707.1 of the Welfare and Institutions Code (WIC). Juveniles may be temporarily detained at Department facilities only under the conditions and procedures outlined in this Order. For the purposes of this Order, the terms "secure" and "nonsecure detention" refer only to the temporary detention of juveniles at Department facilities, and not to any subsequent detention at an approved juvenile detention facility. This Order also activates the Secure Detention of Juveniles Log and the Nonsecure Detention of Juveniles Log.

PROCEDURE:

I. SECURE DETENTION OF JUVENILES LOG, FORM 9.05 - ACTIVATED.

Use of Form. This form shall be used by Department employees to record the daily secure detention of specified juveniles, detained under authority of Section 602 WIC, at a Department facility.

Distribution.

1 - Original, retained by Area/division of completion.

II. NONSECURE DETENTION OF JUVENILES LOG, FORM 9.06 - ACTIVATED.

Use of Form. This form shall be used by Department employees to record the daily nonsecure detention of juveniles, detained under authority of Sections 300, 601, and 602 WIC, at a Department facility.

Distribution.

1 - Original, retained by Area/division of completion.

III. DETENTION TIME LIMIT. Juveniles shall not be held in temporary detention in a Department facility for more than six hours, regardless of age or type of offense. Regardless of the nature of the offense or status of the investigation, juveniles **shall** be released to a parent, guardian, responsible relative or adult designated by the parent, or transported to a Los Angeles County Probation

Department juvenile detention facility prior to the expiration of the six-hour temporary detention time limit.

Note: Juveniles described in Section 300 WIC shall be processed (complete arrest report with booking number) prior to transfer to the custody of the Department of Children's Services. They may not remain in a police facility longer than six hours.

IV. SECURE DETENTION OF JUVENILES.

A. Definition of Secure Detention. Under secure detention, juveniles are locked in a room or enclosure and/or are physically secured to handcuffing benches, rails, chairs, or any stationary object.

B. Secure Detention Prerequisites. A juvenile held in secure detention shall meet **all** of the following criteria:

- * The juvenile must be 14 years of age or older; and
- * The juvenile must be in custody under authority of Section 602 WIC; and
- * **The juvenile must present a serious risk of harm to self and/or others; and**
- * The detention must be for the purpose of investigating the crime, facilitating release to a parent or guardian, or arranging a transfer to an approved juvenile detention facility.

Note: Juveniles who do not meet all of these criteria shall not be held in secure detention.

C. Secure Detention Procedures. Department employees placing juveniles in secure detention shall adhere to the following procedures:

Note: For the purposes of this Order, "Department employee" is defined as any sworn employee or detention officer.

- * The approval of the concerned watch commander shall be obtained prior to placing a juvenile in secure detention.

Note: For the purposes of this Order "watch commander" is defined as the Area watch commander, unit officer-in-charge, or other concerned supervisor who has responsibility for the Department facility where the juvenile(s) is to be temporarily detained.

- * Department employees shall immediately record the detention on the Secure Detention of Juveniles Log and ensure that the approving supervisor **signs** the log.
- * Juveniles held in secure detention shall be informed of the purpose of the detention, the expected duration, and the maximum six-hour detention time limit; the advising employee shall initial the secure detention log.
- * Juveniles held in secure detention shall not be handcuffed to chairs, benches, cuffing rails, or any other stationary object for longer than a **total** of 30 minutes during the six-hour detention time limit.
- * When juveniles are handcuffed to a stationary object outside of a locked room or enclosure, a Department employee shall be present at all times to ensure the juveniles' safety.
- * Juveniles securely detained in a locked room or enclosure shall be **randomly checked** by a Department employee not more than 30 minutes following any previous observation, and shall be able to be heard by a Department employee at all times.

Note: Observation by television monitor is not sufficient. A Department employee shall make random, unscheduled, in-person observations. The time of the observation and the observing employee's initials shall be recorded on the Secure Detention of Juveniles Log.

- * If male and female juveniles are placed in the same locked room, they shall be under **constant, in-person observation** by a Department employee.

Note: Observation by television monitor is not sufficient.

- * Locked rooms and enclosures where juveniles are securely detained shall meet all applicable health, safety, and fire requirements.
- * Locked rooms and enclosures shall have adequate lighting and seats in the form of chairs or benches.
- * Locked rooms and enclosures shall have temperature control and ventilation adequate to maintain a comfortable environment.

V. NONSECURE DETENTION OF JUVENILES.

A. Definition of Nonsecure Detention. Under nonsecure

detention, a juvenile's freedom of movement is controlled solely by Department employees and the juvenile is under constant, in-person observation and supervision. Nonsecure detention prohibits the placement of juveniles in locked rooms or enclosures and prohibits physically securing juveniles to chairs, benches, handcuffing rails, or other stationary objects.

Note: Juveniles under nonsecure detention, regardless of age, may be handcuffed. However, they shall not be handcuffed to chairs, benches, handcuffing rails, or other stationary objects.

- B. Nonsecure Detention Prerequisites.** The following juveniles shall be held in nonsecure detention when temporary detention at a Department facility is necessary:

- * All juveniles under the age of 14; and
- * Juveniles who do not meet the criteria for secure detention.

- C. Nonsecure Detention Procedures.** Juveniles may be held in nonsecure detention only long enough for officers to investigate the crime, facilitate release of the juvenile to a parent or guardian, or arrange for transfer of the juvenile to an appropriate juvenile facility. In any case, detention **shall not** exceed six hours.

Department employees shall immediately record the detention on the Nonsecure Detention of Juveniles Log and ensure that the log is **signed** by the supervisor approving detention. Juveniles shall be under the constant observation and supervision of a Department employee.

Note: Observation by television monitor is not sufficient; **constant, in-person observation** is required.

- VI. CARE OF JUVENILES HELD IN SECURE OR NON-SECURE DETENTION.** Juveniles held in secure or nonsecure detention shall have:

- * Reasonable access to a telephone;
- * Permission to retain their personal clothing, unless it presents a health hazard or is required as evidence;
- * Reasonable access to restroom facilities;

- * Reasonable access to drinking water and/or other beverages;
- * Privacy during visits with members of their immediate family, guardians, and/or attorneys;
- * Blankets and clothing necessary to ensure comfort; and
- * A snack, if the juvenile has not eaten within **four hours** or is otherwise in need of nourishment;

Note: Department-approved snack items and blankets for use by juvenile detainees shall be requisitioned from Supply Division and maintained at each Area station and Department facility where juveniles are detained. Snack items shall be discarded upon the manufacturer's labeled expiration date.

VII. CONTACT AND COMMUNICATION WITH ADULT ARRESTEES OR OTHER JUVENILES. If the applicable contact and communication restrictions detailed in this section cannot be effected or maintained at the facility of initial detention, the juvenile detainee(s) shall be transported to the nearest Department facility where the appropriate restrictions can be observed. Applicable contact and communication restrictions shall be observed during all phases of detention **including printing, photographing, booking, and the administration of any chemical test.**

A. Secure Detention. There shall be **no communication** between juveniles held in **secure detention** and adult arrestees. **Sight and sound contact** with adult arrestees is limited to:

- * Booking;
- * Awaiting visitors or medical treatment;
- * Work release program participants while they are performing work necessary for the operation of the Department facility; and
- * Movement of persons who are in custody within the facility.

When the potential for communication or sight and sound contact with adult arrestees exists, Department employees **shall** maintain constant side-by-side presence with juveniles held in temporary secure detention.

B. Nonsecure Detention. Juveniles in nonsecure detention **shall not** be allowed to come into sight or sound contact with adult arrestees for any reason.

C. **Contact With Other Juveniles.** Juveniles in custody under Section 602 WIC shall not be allowed to come into sight or sound contact with juveniles in custody under Sections 300 or 601 WIC.

VIII. **SUICIDE RISK AND PREVENTION.** A juvenile who exhibits excessive agitation, despondency, or other distressed behavior shall be under constant direct supervision by a Department employee. If the juvenile appears to be potentially suicidal, the Mental Evaluation Unit (MEU), Detective Headquarters Division, shall be immediately contacted for advice. Upon evaluation and approval by MEU personnel, juveniles shall be transported to a contract hospital for medical evaluation. Authorization must be received from a licensed physician at a contract hospital before juveniles can be transported to any County juvenile facility.

IX. **DISCIPLINE.** Discipline of any kind, including withholding any of the amenities noted in Section VI, is not permitted.

X. **USE OF PHYSICAL RESTRAINTS ON JUVENILES.** The use of physical restraints on juveniles shall be limited to handcuffs and Department authorized alternative restraints. Restraints shall be employed only as necessary to prevent injuries to juveniles and custodial personnel.

Note: A juvenile who exhibits violent behavior necessitating the use of alternative restraints shall be under continuous in-person observation for evidence of breathing difficulty or other symptoms of physical distress. A juvenile displaying any such symptoms shall be immediately transported to a contract hospital for medical treatment, unless paramedics are present or there is a medical need to keep the juvenile at the location pending the arrival of paramedics.

XI. **MEDICAL TREATMENT PRIOR TO DETENTION.** Juveniles who are ill or injured shall be examined by a paramedic or a contract hospital physician, as appropriate, prior to transportation to any County juvenile facility. Juveniles who receive medical treatment (MT) and are not hospitalized shall then be transported to a County juvenile detention facility for detention or, if detained only for Section 300 WIC, to a Department of Children's Services facility. Officers shall advise intake personnel of the MT and provide a copy of the MT slip for their records.

When a physician determines that a juvenile must be hospitalized, the juvenile shall be detained in the medical facility recommended by the physician. This location shall be noted on the MT slip.

Juveniles who do not require MT and meet the criteria for detention at a Status Offender Detention Alternative (SODA) home shall be transported by officers directly to the SODA home. However, if juveniles receive MT, they shall be transported to a County juvenile detention facility. The transporting officers shall provide the intake personnel with a copy of the MT slip. If, at a later time, the juvenile detention facility determines that a juvenile is suitable for placement in a SODA home, the Probation Department shall be responsible for transporting him or her to the SODA home.

Note: SODA homes are administered by the Probation Department for nonsecure placement of juveniles detained under the authority of 628 WIC.

When the juvenile detention facility clinic recommends hospitalization in the USC Medical Center, transporting officers shall obtain an admittance form from the juvenile detention facility. The officers shall transport the juvenile to the USC Medical Center and provide admittance desk personnel with a copy of the MT slip and admittance form. The juvenile's property and one copy of the Arrest Report, Form 5.2, shall be retained at the juvenile detention facility.

XII. WATCH COMMANDERS - RESPONSIBILITIES. Watch commanders shall verify, at the beginning of watch and routinely thereafter, the timely and accurate documentation of all temporary juvenile detentions, including those in detective spaces. Secure and nonsecure detention logs shall be maintained daily, *including those logs which document no detentions*, and shall be forwarded to the concerned commanding officer by the last watch of the 24 hour day.

XIII. AREA DETECTIVES AND SPECIALIZED DIVISIONS - RESPONSIBILITIES. Area detectives shall document all juvenile detentions on the appropriate juvenile detention log maintained by the Area watch commander. Detective personnel shall advise the Area watch commander of all temporary juvenile detainees in their custody.

Note: Area detectives located in off-site or satellite facilities shall use appropriate juvenile detention logs to document juvenile detentions in those facilities.

FEBRUARY 24, 1995

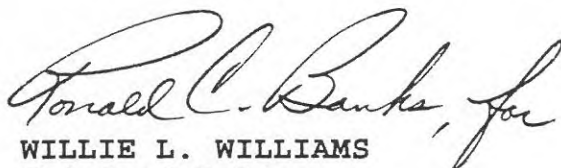
Specialized divisions shall maintain appropriate juvenile detention logs as needed, or as directed by their commanding officers, to document juvenile detentions in their facilities. Juveniles detained at Area stations shall be documented on the appropriate Area detention log.

- XIV. COMMANDING OFFICER - RESPONSIBILITIES.** Commanding officers shall ensure that all temporary juvenile detentions are documented on daily secure and nonsecure juvenile detention logs. Pursuant to Section 207.1(d)(6) WIC, entries recorded on the Secure Detention of Juveniles Log shall be tallied monthly and entered on the Monthly Report on the Secure Confinement of Minors in Jails/Lock-ups, CYA Form 10.402. Each Area and specialized division commanding officer shall ensure that the CYA Form 10.402 is completed at the end of each month and forwarded to the Administrative Section, Juvenile Division, by the fifth working day of the following month.

FORMS AVAILABILITY: Copies of the Secure Detention of Juveniles Log, Form 9.05, and the Nonsecure Detention of Juveniles Log, Form 9.06, are attached for duplication and immediate use. Planning and Research Division will publish a notice when the forms are available at Supply Division. The CYA Form 10.402, is automatically mailed each year from Sacramento directly to the Areas and specialized divisions. Juvenile Division is available to assist Department personnel in obtaining additional CYA forms.

AMENDMENT: This Order amends Section 4/218.66 of, and adds Sections 5/9.05 and 5/9.06 to, the Department Manual.

AUDIT RESPONSIBILITY: All operations bureau commanding officers and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

Attachments

Nonsecure Detention of Juveniles Log

NOTE: A juvenile shall not be detained in a Department facility for a period exceeding six hours.

Nonsecure Detention Conditions

1. Juveniles described by Section 602 WIC, under 14 years of age, shall be kept in nonsecure detention if a brief period of time is needed to investigate the case, facilitate release of the juvenile to a parent or guardian, or arrange for transfer of the juvenile to an appropriate juvenile facility.
2. Juveniles 14–17 years of age who do not present a security risk of harm to self or others shall be kept in nonsecure detention.
3. Nonsecurely detained juveniles shall not be detained in either a Department jail or lockup (holding tank or other locked enclosure).
4. Nonsecure detention allows the handcuffing of a juvenile, regardless of age, but not to a cuffing rail or other stationary object.
5. Nonsecurely detained juveniles shall not be permitted to come into sight or sound contact with adult arrestees.

* Detention/Release Codes listed on reverse.

Division/Location: _____

A. Complete this section for each juvenile placed in nonsecure detention for any length of time.						B. Complete this section when juvenile is released or transferred.				Arresting Officer's Name Serial No.	
Juvenile's Name	Sex	Age	Reason Detained Code*	When Detained Date Time		When Released Date Time		Total Time Detained Hrs/Mins	Detained Released Code*		Released To

Transporting Officer _____											
Detention Approved By Watch Commander: _____											

Transporting Officer _____											
Detention Approved By Watch Commander: _____											

Transporting Officer _____											
Detention Approved By Watch Commander: _____											

Transporting Officer _____											
Detention Approved By Watch Commander: _____											

Submitted by: _____, Watch Commander

Signature indicates review and approval Commanding Officer

Nonsecure Detention of Juveniles Log

Instructions: This log shall be kept pursuant to Section 207.1 (d) (6), Welfare and Institutions Code. At the end of each month, the entries in the log shall be tallied. Ensure that each juvenile is counted only once.

Section A

Detentions:

Information shall be entered for each juvenile placed in nonsecure detention, regardless of the length of time.

Reason for Detention Codes:

1. Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
2. Accused of other felony crime not listed in No. 1.
3. Accused of a misdemeanor crime.
4. Detained for other reasons.

Section B

Type of Release Codes:

1. Juvenile released to parents/own recognizance.
2. Transfer to detention facility.
3. Other type of release.

Secure Detention of Juveniles Log

NOTE: A juvenile shall not be detained in a Department facility for a period exceeding six hours.

Secure Detention Conditions

1. The juvenile is 14 years of age or older.
2. The juvenile is detained under Section 602 WIC.
3. The detaining officer has reason to believe that the juvenile presents a serious security risk of harm to self or others.
4. The detention is for the purpose of investigating the case, facilitating release to a parent or guardian, or arranging transfer to an approved juvenile detention facility.

Note: Securely detained juveniles shall not be permitted to come in contact with juveniles described by WIC sections 300 and 601.

* Detention/Release Codes listed on reverse.

Date _____

Division/Location: _____

A. Complete this section for each juvenile placed in secure detention for any length of time.										B. Complete this section when juvenile is released or transferred.				Arresting Officer's Name & Serial No.		
Juvenile's Name	Sex	Age	Reason Detained Code*	When Detained		30 Minute Observations				When Released		Total Time Detained	Type of Release Code*		Released To	
				Date	Time	Time	Emp. Init.	Time	Emp. Init.	Date	Time	Hrs/Mins				
Transporting Officer																Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr detention limit Initial each line
Detention Approved By:																
Watch Commander																
Transporting Officer																Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr detention limit Initial each line
Detention Approved By:																
Watch Commander																
Transporting Officer																Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr detention limit Initial each line
Detention Approved By:																
Watch Commander																
Transporting Officer																Juvenile advised of: _____ Purpose of detention _____ Expected duration of detention _____ 6 hr detention limit Initial each line
Detention Approved By:																
Watch Commander																

Submitted by: _____, Watch Commander

Signature indicates review and approval Commanding Officer

Secure Detention of Juveniles Log

Instructions: This log shall be kept pursuant to Section 207.1 (d) (6), Welfare and Institutions Code. At the end of each month, the entries in the log shall be tallied and entered on the monthly Report on the Secure Confinement of Minors in Jails/Lockups (CYA, Form 10.402, [10/87]). Ensure that each juvenile is counted only once.

Section A

Detentions:

Information shall be entered for each juvenile placed in secure detention, regardless of the length of time.

Reason for Detention Codes:

1. Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
2. Accused of other felony crime not listed in No. 1.
3. Accused of a misdemeanor crime.
4. Detained for other reasons.

Section B

Type of Release Codes:

1. Juvenile released to parents/own recognizance.
2. Transfer to detention facility.
3. Other type of release.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 3, 1995

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. NOTIFICATION TO VICTIMS OF POTENTIAL CRIMINAL ACTIVITY.

Recent California Court of Appeals decisions emphasized that a special relationship is created when officers request the assistance of a witness or victim to assist in a criminal prosecution which involves a reasonable, foreseeable risk of danger to that specific witness or victim. Based upon this special relationship, when officers become aware of a threat or information that would indicate that the witness or victim is in danger, officers have a duty to warn the witness or victim, especially when the danger is not readily discoverable by the endangered person. The Department is not obligated to provide police protection for endangered witnesses or victims; however, officers should provide information to them of possible ways to protect themselves, including information regarding the District Attorney's Witness Protection/Relocation Program, if applicable. This Order establishes procedures for officers to follow when they receive information that a threat has been made against a witness or victim who is to testify in a criminal prosecution.

Note: Legal Bulletin, Volume 17, Issue 1, July 9, 1993, titled "Officer's Duty to Warn Witnesses of Potential Dangers" provides additional information on the Court of Appeals decisions.

A. Officers' Responsibilities. When officers become aware of a threat or information affecting the safety of a witness or victim who is to testify in a criminal prosecution, they shall immediately:

- * Notify the investigating officer who is assigned to the case, or the investigating officer's immediate supervisor or, in their absence, the Area watch commander; and
- * Complete a Preliminary Investigation Report (PIR), Form 3.1, titled "Dissuading a Witness," containing the following information:
 - * Date and time the information was received;
 - * Name, address, and telephone number of the witness or victim being threatened;
 - * Identity of the defendant in the case; and
 - * Identity of the person making the threat, and the nature of the threat, if known.

When the threat or information involves a witness or victim who is to testify in a criminal prosecution for which no investigating officer is assigned, officers shall immediately:

- * Ensure that the witness or victim is informed of the threat to his/her safety as soon as possible;
- * Document the threat on a PIR containing the relevant information; and
- * Document the date and time that the witness or victim was notified on a PIR or a Follow-up Investigation, Form 3.14.

Note: The identity of the person(s) from whom the information was received shall not be noted on the PIR if, in the opinion of the officer, a serious threat to their safety could ensue. The identity of the person(s) providing the information, and other relevant facts not included on the PIR shall be documented on an Employee's Report, Form 15.07, stamped "Confidential," and forwarded with the PIR. This does not preclude officers from disclosing to their commanding officer the identities of informants from whom the officers have received information, in accordance with Manual Section 4/733.10.

B. Investigating Officers' Responsibilities. When investigating officers become aware of a threat, or information relating to the safety of a witness or victim who is to testify in a criminal prosecution, they shall immediately:

- * Ensure that the witness or victim is notified of the threat or information relating to his/her safety;
- * Inform the witness or victim of the District Attorney's Witness Protection/Relocation Program; and

Note: The witness or victim shall not be advised of his/her eligibility for the program. The Bureau of Investigative Services, Los Angeles County District Attorney's Office, determines eligibility. If the witness or victim does not meet the eligibility requirements set forth by the Bureau of Investigative Services, the investigating officer shall contact the Department's Witness Protection Program Coordinator (the Commanding Officer, Detective Services Group, Operations-Headquarters Bureau) for advice and assistance.

- * Document the notification and other relevant information on a Follow-up Investigation, or other appropriate report.

MARCH 3, 1995

C. Watch Commanders' Responsibilities. When an Area watch commander is advised of threats or information relating to the safety of a witness or victim who is to testify in a criminal prosecution, he/she shall immediately:

- * Ensure that the assigned investigating officer or the investigating officer's immediate supervisor is notified;
- * Ensure that the witness or victim is promptly notified of the potential threat to his/her safety; and
- * Ensure that the incident, including time of notification of the affected witness or victim, is properly documented on a PIR.

AMENDMENT: This Order adds Section 4/203.33 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer of each operations bureau and the Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. CONFIDENTIALITY OF PERSONS WHO REPORT ELDER ABUSE.

Welfare and Institutions Code (WIC), Section 15633.5, protects the confidentiality of those persons who report any form of elder abuse whether it be physical, mental, or fiduciary. An unauthorized release of information regarding the identity or location of those who report elder abuse can result in possible disciplinary action and/or criminal prosecution. This Order establishes procedures for the release of information on reporting parties contained in elder abuse reports.

Effective immediately, all requests for release of elder abuse report information shall be referred to Records and Identification Division. Employees releasing confidential information shall do so in accordance with Department Manual Sections 3/406, 3/406.10, and 3/406.20.

AMENDMENTS: This Order adds Section 4/209.15 to the Department Manual.

AUDIT RESPONSIBILITY: All bureau commanding officers and commanding officers of groups not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. THE BOOKING OF PCP AND TEMPORARY STORAGE LOCKERS. This Order clarifies and revises procedures delineated in Special Order No. 1, 1992, and Special Order No. 9, 1994, regarding the booking of phencyclidine and the Scientific Investigation Division courier temporary storage lockers.

MARCH 3, 1995

A. Booking Phencyclidine. When booking phencyclidine (PCP), the following procedures shall be adhered to:


- * When PCP is in a 1/2 gallon or larger container OR there is a total volume of 1/2 gallon or more of PCP, the Hazardous Chemical Team (HCT), Scientific Investigation Division (SID), shall be notified. Officers shall not remove the PCP from the location without the approval of the HCT. Officers shall be guided by the HCT regarding the packaging and booking of the PCP. During off-hours, the HCT can be reached by contacting Detective Headquarters Division.
- * When the amount of PCP is between one pint and one-half gallon, officers shall transport the PCP to Central or Valley Property Section for booking.
- * When the amount of PCP is less than one pint, the PCP may be placed in the narcotics/shelf storage locker for transfer to SID by the courier unit. Officers shall adhere to the proper packaging procedures for PCP as delineated in the Property Booking Guide.

B. Scientific Investigation Division Courier Temporary Storage Lockers. Each Area has three lockers used by officers and detectives for the temporary placement of items to be transported for analysis to SID by courier unit personnel. They are the narcotics/shelf storage locker, the refrigerator, and the freezer. The narcotics locker and the shelf storage locker are synonymous. Entry into any of the SID temporary storage lockers is restricted to an on-duty supervisor and shall be witnessed by another sworn employee.

Note: The SID courier temporary storage lockers for Central and Van Nuys Areas are located at Central and Van Nuys Property Sections, respectively.

AMENDMENTS: This Order amends Sections 4/510.12, 4/515.30, 4/540.72, 4/540.73, and 4/540.75 of the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of Support Services Bureau and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 10, 1995

SUBJECT: EVALUATION PROCEDURE FOR OFFICERS OF THE RANK OF LIEUTENANT AND BELOW - REVISED

PURPOSE: This Order revises the requirement for supervisors to complete evaluations for officers of the rank of lieutenant and below on a semi-annual basis. Following the completion of the 1994 performance evaluation for the rank of sergeant, officers of the rank of lieutenant and below shall be evaluated on an **annual basis**. This Order also revises the Performance Evaluation Report, Form 1.78, and the Performance Evaluation Report Guidelines for Supervisors, Form 1.78.2.

PROCEDURE:

I. COMPLETION OF PERFORMANCE EVALUATION REPORT, FORM 1.33 - REVISED.

- * The Performance Evaluation Report, Form 1.33, which is used for the evaluation of officers of the lieutenant rank, shall be completed on an **annual basis**.

II. COMPLETION OF PERFORMANCE EVALUATION REPORT, FORM 1.78 - REVISED.

- * The Performance Evaluation Report, Form 1.78, shall be completed for each officer below the rank of lieutenant, on an **annual basis**.

III. PERFORMANCE EVALUATION REPORT, FORM 1.78 - REVISED.

- * The Performance Evaluation Report, Form 1.78, is revised to reflect that evaluations, for officers below the rank of lieutenant, are completed on an **annual basis**. The first checkbox heading has been changed from "**SEMI-ANNUAL**" to "**ANNUAL**."

IV. PERFORMANCE EVALUATION REPORT GUIDELINES FOR SUPERVISORS, FORM 1.78.2 - REVISED.

- * The Performance Evaluation Report Guidelines for Supervisors, Form 1.78.2, is being revised to indicate that evaluations for officers below the rank of lieutenant, shall be completed on an **annual basis**. The revised Form 1.78.2, will also include the revised completion table.

MARCH 10, 1995

V. EMPLOYEE CLASS, EVALUATION PERIOD AND COMPLETION.

Performance Evaluation Reports shall be completed for each class during the following months:

<u>Employee Class</u>	<u>Evaluation Period Ends</u>	<u>Evaluation Reports Completed During</u>
Police Officer	Last Day of August	September
Sergeant	Last Day of December	January
Detective	Last Day of October	November
Lieutenant	Last Day of September	October

Examples: The next Lieutenant performance evaluation will cover the period from October 1994 through September 1995 and shall be completed in October 1995. The next Detective performance evaluation will cover the period from November 1994 through October 1995 and be completed in November 1995.

This Order does not affect the procedure for the completion of Performance Evaluation Reports for probationary employees. Additionally, Transfer, Special, Probation/Promotion and Separation Performance Evaluation Reports shall continue to be completed as directed in the Performance Evaluation Report Guidelines for Supervisors, Form 1.78.2.

FORMS AVAILABILITY: The Performance Evaluation Report, Form 1.78, and the Performance Evaluation Report Guidelines for Supervisors, Form 1.78.2, will be revised at the next routine printing. Existing stock should be used until depleted.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive, in accordance with Department Manual Section 0/080.30.

AMENDMENTS: This Order amends Sections 3/660.30 and 3/760.20 of the Department Manual.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MARCH 17, 1995

SUBJECT: INVESTIGATIVE RESPONSIBILITIES FOR EMPLOYEE DEATH OR SERIOUS INJURY - REVISED

PURPOSE: Incidents involving the death or serious injury of members of this Department have created the need to clarify procedures governing investigative responsibility for these incidents. While the Department Manual specifies investigative responsibilities in some situations, the injury or death of a Department employee may require both criminal and administrative investigations and require notification to more than one investigative entity. This Order revises and clarifies primary investigative responsibilities for investigations of the death or serious injury of Department employees when the investigations are conducted by Internal Affairs Group, Robbery-Homicide Division, Detective Headquarters Division, and/or Medical Liaison Section.

Note: This Order addresses **primary investigative responsibilities only**. In all instances, if additional expertise is required, it shall be requested from the appropriate entity.

For the purpose of this Order, a serious injury is defined as an injury which requires the employee to be hospitalized for treatment.

PROCEDURE:

I. DETECTIVE HEADQUARTERS DIVISION - RESPONSIBILITIES - EXPANDED. The Administrative Information Unit, Detective Headquarters Division (DHD), shall be notified as soon as practicable for incidents involving Department employees who are killed or seriously injured as a result of:

- * Suicide/attempted suicide.
- * Accidental death.
- * On-duty traffic collisions.

During non-business hours, DHD shall be responsible for the primary investigation of:

- * Accidental deaths that are not traffic related and no gunshot is involved.
- * Suicides where no gunshot is involved.

Note: During business hours, the primary investigation for these incidents shall be handled by divisional detectives.

II. INVESTIGATIVE SECTION, INTERNAL AFFAIRS GROUP - FUNCTIONS - REVISED.

Serious Injury of Employee. In the event of a serious injury of an employee where an allegation of misconduct is made, the Investigative Section, Internal Affairs Group (IAG), shall be responsible for completing the **administrative investigation** involving the Department employee. In incidents involving **criminal** misconduct where Robbery-Homicide Division (RHD) has primary investigative responsibility, RHD shall complete the criminal investigation prior to the administrative investigation by IAG.

Note: For incidents involving Department employees which occur outside the City of Los Angeles, IAG will be responsible for providing technical assistance and advice to the investigating agency, as necessary, in addition to completing the administrative investigation.

III. ROBBERY-HOMICIDE DIVISION - FUNCTIONS - REVISED. Robbery-Homicide Division (RHD) shall be responsible for investigating:

- * Incidents where an employee is killed or seriously injured as a result of being the victim of, or suspect in, a crime.
- * The death or injury of an employee as a result of a suicide or attempted suicide caused by a gunshot.
- * The accidental death or injury of an employee caused by a gunshot.

Note: Investigation of non-gunshot, non-serious injuries shall be handled by the division in which the incident occurs.

Commanding Officer - Responsibilities. When an employee is killed or seriously injured and RHD is the primary investigating entity, the Commanding Officer, RHD, shall:

- * Determine which investigative entity within RHD should be responsible for the investigation and assign primary investigative responsibility to that entity.
- * Determine if additional expertise from outside of RHD is required.

Note: The decision to use additional investigative entities shall take into consideration such factors as the cause of injury or death, the employee's duty status, and the possibility of misconduct or criminal activity.

Incidents Occurring in Other Jurisdictions. A representative from RHD shall respond to officer-involved

shooting incidents resulting in the death or serious injury of a Department employee when the incidents occur outside the City of Los Angeles, or when another agency has primary jurisdiction for the criminal investigation. RHD shall provide technical assistance and advice as needed.

IV. MEDICAL LIAISON SECTION, PERSONNEL DIVISION - SPECIAL DUTIES - REVISED.

Serious Injury of Employee. In the event of a serious injury to an on or off-duty employee, Medical Liaison Section is responsible for:

- * Ensuring that the employee receives proper care.
- * Assisting the employee with changes in doctors or hospitals, as necessary.
- * Providing support and/or assistance to family members, as requested.

Attempted Suicide. In the event of an attempted suicide by a Department employee, Medical Liaison Section shall be responsible for:

- * Commitment of the employee for psychological evaluation when necessary.
- * Providing direction and expertise to divisional detectives to ensure the lawful removal of weapons from the employee's residence when applicable.
- * Providing support and/or assistance to family members, as requested.

Note: For incidents involving Department employees which occur outside the City of Los Angeles, Medical Liaison Section will be responsible for providing technical assistance and advice to the investigating agency, as necessary.

AMENDMENTS: This Order amends Sections 2/520.33, 2/230.30, 2/1042.31, and 2/1045.01 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Human Resources Bureau, Operations-Headquarters Bureau, and Internal Affairs Group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

APRIL 4, 1995

SUBJECT: DEPARTMENT LEGISLATIVE PROCEDURES

PURPOSE: This Order describes procedures for employees seeking Department support of proposed amendments to current law, and for seeking Department support of proposed legislative bills being considered by the State or federal legislature. Also, this Order describes procedures for handling requests from elected officials or their staff for Department opinions and/or support of legislation.

PROCEDURES: The Office of the Chief Legislative Analyst (CLA), under the direction of the Chair of the City Council Committee on Intergovernmental Relations, is charged with the responsibility of coordinating City lobbying efforts and official City legislative activity. On behalf of the Department, the Liaison Section, Office of the Chief of Police, maintains a close working relationship with the CLA to ensure proper coordination in the presentation of the Department's legislative program.

If an employee wishes to request Department support of amendments to current law and/or seeks Department support of a proposed legislative bill being considered by the legislature, he/she must complete a Bill Response Report, Form General 25.

The Department position recommended by the employee should be included in the Bill Response Report. The bill, accompanied by the Bill Response Report, shall be forwarded through the employee's chain of command to the Chief of Staff, Office of the Chief of Police. The request will be reviewed by the Chief of Staff to determine if it is consistent with the Department's position. Following review and approval by the Chief of Police, and a determination that the Department will seek program inclusion, the Bill Response Report will be forwarded to the Board of Police Commissioners with a request that it be transmitted to the City Council and the CLA for appropriate action.

Effective immediately, no Department employee may represent that the City of Los Angeles or the Department supports, opposes, seeks, wishes to amend, or has any position regarding any legislation or administrative action (action by a regulatory body) unless such position is consistent with the adopted City position and has been approved by the Chief of Police.

Department employees who wish to determine if a position regarding legislation or an administrative action is consistent with the adopted City and Department position, may contact the Department Legislative Liaison Officer, Liaison Section, Office of the Chief of Police.

APRIL 4, 1995

Requests for Department positions or opinions on legislation from elected officials or their staff may be referred to the Department Legislative Liaison Officer, Liaison Section, Office of the Chief of Police. Department employees who wish to receive approval from the Chief of Police to address any legislative issue on behalf of the Department with elected officials or their staff, shall first obtain approval from his/her commanding officer. Approval of statements regarding Department legislative positions shall be coordinated with the Department Legislative Liaison Officer, Liaison Section, Office of the Chief of Police.

If an employee wishes to, or is requested to express a point of view that is contrary to the adopted City and Department position, he/she must do so on an off-duty basis, at his/her own expense (e.g., staff support, stationery, etc.) and time. Also, it must be clearly stated in the body of the testimony or communication that, "This is a personal opinion. It is not the Department's or the City's position and it is not consistent with the City position. Furthermore, I am not acting in my capacity as a sworn or civilian employee of the Department or City."

NOTE: Nothing in this Order prohibits an employee from responding to an inquiry from elected officials or their staff concerning the **operational** impact of a proposed or pending piece of legislation. However, under such circumstances an employee may not express an official opinion as to whether the Department would support or oppose such legislation.

FORMS AVAILABILITY: The Bill Response Report, Form General 25, is available from the Legislative Liaison Officer, Liaison Section, Office of the Chief of Police.

AMENDMENTS: This Order adds Section 1/270.10 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each bureau and each group not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Distribution "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

APRIL 20, 1995

SUBJECT: COMMUNITY POLICING GROUP - ESTABLISHED

PURPOSE: Proper oversight and coordination of community policing efforts is essential for successful and uniform implementation of the Department's community policing program. This Order establishes the Community Policing Group, the position of Community Policing Administrator, and related components.

PROCEDURE:

- I. COMMUNITY POLICING GROUP.** Effective immediately, the Community Policing Group (CPG) is established under the command of the Community Policing Administrator. The Group will be within the line command of the Office of the Chief of Police. The Commanding Officer, CPG, shall be identified by the radio unit designation Staff 1E. Community Policing Group is assigned Correspondence Reference Number 1.1.8.
- II. COMMUNITY POLICING ADMINISTRATOR - RESPONSIBILITIES.** The Community Policing Administrator exercises line command over the operations of Community Policing Group.
- III. COMMUNITY POLICING GROUP.**
 - A. Functions.** Community Policing Group is responsible for:
 - * Promoting the Department Mission, Core Values, and Management Principles in all Community Policing activities.
 - * Coordinating all Community Policing efforts throughout the Department.
 - * Coordinating with Human Resources Bureau and the Office of Operations to ensure the inclusion of Community Policing and Community-Police Problem Solving (C-PPS) training in all aspects of training, including recruit and in-service training, Community Police Academy and Community-Police Advisory Board (C-PAB) training.
 - * Coordinating with Community Affairs Group (CAG) to proactively promote Community Policing.
 - * Acting as a source of information for Community Policing and C-PAB activities.
 - * Publishing Community Policing success stories for internal and external distribution.
 - * Where appropriate, representing the Department at meetings on matters pertaining to Community Policing when Department management is needed.

- * Preparing all policy documents, correspondence, handbooks, and manuals that deal with Community Policing.
- * Analyzing, developing, and updating appropriate forms and processes for implementing and monitoring Community Policing.
- * Developing and updating C-PPS handbooks and resource guides.
- * Developing, distributing, and analyzing results of community surveys.
- * Monitoring compliance with goals set in the annual State of Community Reports.
- * Conducting periodic audits to track compliance with Community Policing policies and directives.
- * Acting as repository for publications, articles, and research in Community Policing.
- * Disseminating statistical information as it relates to Community Policing.

B. Special Liaisons. Community Policing Group maintains the following special liaisons:

- * Office of the Mayor, City Council, and Board of Police Commissioners, in coordination of Community Policing.
- * Public and private agencies and other City departments in providing support services to Community Policing efforts.
- * Law enforcement agencies and educational institutions, by coordinating the gathering of data and ideas regarding innovative movement in the field of Community Policing.
- * Strategic Planning Unit, Planning and Research Division, in regards to Community Policing activities.
- * Appropriate Department entities in the creation, development, and maintenance of an on-line data base of ongoing problem solving efforts within the Department.

C. Special Duties. Community Policing Group is responsible for the following special duties:

- * **Grants.** Coordinate federal and state grant-related activities related to Community Policing.
- * **Basic Car Realignment Project.** Coordinate with the Office of Operations and oversee the annual Basic Car work-load analysis; and coordinate and oversee the bi-annual mapping of identified natural service communities.

APRIL 20, 1995

- * **Community-Police Advisory Board Summit.** Determine the feasibility of an annual Department C-PAB Summit.
- * **Problem Oriented Policing Conference.** Determine the feasibility of an annual C-PPS conference.
- * **Community-Police Problem Solving.** Coordinate the exchange of information between Area C-PPS teams.

AMENDMENTS: This Order adds Sections 2/260, 2/260.10, 2/260.15, 2/260.20, 4/110.10, and 5/080.96 to the Department Manual.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

MAY 5, 1995

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. REVISED DISCIPLINARY PROCEDURES. Although Proposition F (Charter Sections 202 and 202.1) became effective July 6, 1992, certain provisions required negotiations and further City Council action prior to implementation. This Order revises some disciplinary procedures and the related forms. The following provisions became effective October 28, 1994.

A. Board of Rights Manual. The revised Board of Rights Manual (September, 1994) replaces the Board of Rights Manual (8th Edition, Reprinted December, 1990).

B. Civilian Member of Board of Rights. All Boards of Rights selected on or after October 28, 1994, shall be composed of two officers of the rank of captain or above and a civilian member. In all cases where a Board of Rights was selected prior to October 28, 1994, and a member must be replaced, the accused officer may select either a sworn or civilian member as the replacement. If the accused officer elects to replace a current sworn member with another sworn member, it shall be pursuant to the procedures set forth in the previous Board of Rights Manual (December, 1990). However, replacement of a current sworn Board member with a civilian member shall be pursuant to the provisions of Section 176 of the revised Board of Rights Manual.

C. Demotion as a Penalty. Demotion in rank is added as a penalty in disciplinary cases. Demotion may be imposed with or without suspension or reprimand, or both. Demotion is limited to one civil service class, regardless of probationary status, (e.g., Lieutenant to Sergeant) and will consist of a reduction to the highest previously held paygrade and non-merit pay step in the next lower civil service class held immediately prior to promotion.

Note: Sergeant and detective are considered equal classes for the purpose of demotion.

Demotion in rank may be recommended by an employee's commanding officer, a Board of Rights, or the Chief of Police.

- D. **Effective Date of Demotion.** In any case where an officer is served with a Complaint and Relief From Duty, Suspension or Demotion, Form 1.61, such demotion, or suspension and demotion shall be effective the day following the period during which the demotion may be appealed to a Board of Rights. However, in any case where a demotion is appealed to a Board of Rights and a hearing is held, such demotion shall be effective upon the filing of the Decision of the Board and Execution of the Order, Form 1.73, with the Board of Police Commissioners.

AMENDMENT: This Order amends Section 3/830.30 of the Department Manual.

II. DEPARTMENT FORM REVISIONS RESULTING FROM CHANGES IN THE DEPARTMENT DISCIPLINARY SYSTEM. Revisions to the Department disciplinary system for sworn employees has necessitated the revision of the following Department forms:

- * The Complaint and Relief From Duty or Suspension, Form 1.61, has been retitled the Complaint and Relief From Duty, Suspension or Demotion, Form 1.61, and revised to include demotion as a disciplinary action. Additionally, Charter Section 202 has been deleted from the reverse side of the Form 1.61.
- * Sections 202 and 202.1, Article XIX, Charter of the City of Los Angeles, Form 1.61.2 has been activated for use by Internal Affairs Division (IAD) to inform officers of the provisions of Sections 202 and 202.1 of the Charter of the City of Los Angeles.
- * The Decision of the Board of Rights and Execution of the Order, Form 1.73, has been revised to include demotion as a disciplinary action and document suspensions in working days.
- * The Notice of Proposed Disciplinary Action, Form 1.88, has been revised to include demotion as a disciplinary action, document suspensions in working days, reflect the specific date and time any response is due, and the actual date of service upon the accused employee.

The attached copy of the Notice of Proposed Disciplinary Action, Form 1.88, shall be duplicated, as necessary, until the form is available. All existing stock of the previous Form 1.88 shall be discarded via the Department's recycling program.

FORMS AVAILABILITY: A notice will be sent to concerned commanding officers when the revised Form 1.61, Form 1.61.2, Form

MAY 5, 1995

1.73, and Form 1.88 are available for order from Supply Division.

Note: The Form 1.61, Form 1.61.2, and Form 1.73 are for IAD use only.

AMENDMENTS: This Order amends Section 3/860.10 of, and adds Section 5/1.61.2 to, the Department Manual.

III. USE OF FACSIMILE MACHINE FOR THE RETURN OF COMPLETED DISCIPLINARY FORMS. The use of facsimile transmissions has proven to be cost effective in many areas of police work. One area in which it can be effective is the return of Complaint and Relief From Duty, Suspension or Demotion, Form 1.61, Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.1 (for discipline), or the Notice of Discharge, Suspension or Probationary Termination, Form General 77 (for civilian personnel). Currently, when an employee has been served one of the above forms, the form must be immediately hand delivered to Internal Affairs Division (IAD). This Order revises the procedures for completing, serving, and returning the Form 1.61, Form 1.61.1, and Form General 77 to IAD.

Return of Disciplinary Forms - Execution of Order - Revised. Following service upon the concerned employee, the completed Complaint and Relief From Duty, Suspension, or Demotion, Form 1.61; Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.1; or Notice of Discharge, Suspension or Probationary Termination, Form General 77, may be transmitted immediately via facsimile machine (FAX) to the Advocate Section, IAD, at (213) 485-1042, OR hand delivered to the Advocate Section no later than 0900 hours of the following weekday, excluding holidays.


Note: The "Certificate of Service" section must be completed and the commencement or effective date of any suspension, relief from duty or discharge **must be included** on the FAX copy or it will not be accepted as documentation of service. These documents are to be treated as confidential and should not be left exposed or placed in a location where they could be viewed by non-authorized employees.

When the FAX system is used, the original completed form shall be mailed or hand delivered to the Advocate Section within two calendar days. Any applicable Intradepartmental Correspondence, Form 15.2, that documents the actual suspension or discharge dates, shall be returned simultaneously.

AMENDMENTS: This Order amends Section 3/845.10, 3/860.10, and 3/860.20 of the Department Manual.

MAY 5, 1995

AUDIT RESPONSIBILITY: The commanding officer of Internal Affairs Group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

MAY 5, 1995

SUBJECT: REVISED PROPERTY-RELATED PROCEDURES

PURPOSE: The Automated Property Information Management System (APIMS), is the system used for the booking, tracking, and disposal of property. It has been on-line since June of 1992. As a result, property-related procedures have been revised, added, or deleted. This Order outlines those changes.

PROCEDURE:

- I. **EVIDENCE RELEASED IN COURT - REVISED.** If property transported to court is not received into evidence, is no longer needed for court proceedings, and the investigating officer (I/O) intends to release any or all of the items to an owner or agent, the I/O and the owner/agent shall return to the sign-out location to complete the necessary release procedures. **Property is not eligible for release at court if it was signed out for court purposes.** If the owner/agent is not able to return with the officer, he/she shall be instructed to return to the original property sign-out location during operating hours. The I/O shall ensure that disposition instructions are entered into APIMS by the Property Disposition Coordinator (PDC) as soon as possible.

Note: If the court has received the evidence into its custody and chooses to release it to a concerned party while at court, it is allowed to do so. The investigating officer shall return each signed Property Court Receipt, Form 10.03, to the property sign-out location.

An employee shall not solicit or receive any firearm or other property from a criminal court, unless the employee was the legal owner of the property at the time of its seizure.

- II. **LONG-TERM PROPERTY SIGN-OUT.** When necessary, property is eligible for long-term sign-out for such reasons as a lengthy analysis, investigative needs, etc. A long-term sign-out may be obtained at the time of the initial sign-out or anytime thereafter.

With a long-term sign-out, property may be signed out for 60 days before a Notice of Overdue Signed-Out Property will be sent. A Notice will be sent every 30 days thereafter until the property has been returned to Property Division or a completed Property Court Receipt has been received by Property Division.

- III. **PROPERTY DISPOSITION REQUEST, FORM 10.06.0 - REVISED.** The Property Disposition Request, Form 10.06.0, commonly known as a "blue card," has been revised to enhance APIMS and

MAY 5, 1995

PDC functions. The Property Disposition Request is retitled Property Disposition/Update Request and is now on an 8 1/2" x 11" blue sheet of paper. This form should be used to relay any information or instructions to a PDC. The revised form may be used to:

- * Dispose of any or all items.
- * Hold any or all items.
- * Reroute any or all items to another entity.
- * Provide release instructions for any or all items.
- * Update APIMS by adding, changing or deleting information that is common to PDC functions.
- * Add an additional suspect or arrestee.

Note: When a DR number must be changed or deleted, and booked property is involved, a Follow-Up Investigation, Form 3.14, must be completed and an extra copy forwarded to Property Division. The Property Division Watch Commander shall be contacted in order to update APIMS.

IV. PROPERTY TRANSFER REQUESTS BY OFFICERS. If an I/O determines that evidence booked at a storage facility other than the Evidence Control Unit, Scientific Investigation Division (SID), needs to be transferred to a different storage facility, the evidence must be transported by the requesting I/O.

V. DISPOSITION OF PROPERTY RESPONSIBILITIES - REVISED.

Property Disposition Coordinator - Responsibilities. The duties of the Property Disposition Coordinator (PDC), shall include, but are not limited to:

- * Obtaining the monthly Disposition Summary Report, Form 10.06.1, by the seventh day of each month;

Exception: Previously identified specialized units that do not have full-time PDCs will be sent the Disposition Summary Report by Property Division. The Report must be completed and returned to Property Division by the 25th day of the month.

- * Conducting all preliminary case research;
- * Accessing the appropriate automated court systems and Department records, in the furtherance of case research;

Note: The systems to be accessed include, but are not limited to, the Network Communications System (NECS), the Police Arrest and Crime Management Information System (PACMIS), the Prosecutor's Management Information System (PROMIS), the Municipal Court Information Management System (MCIS), and the Expanded Traffic Record System (ETRS).

MAY 5, 1995

- * Providing disposition instructions for all non-firearms-related misdemeanor cases and property booked as non-evidence;
- * Forwarding the Item Detail Summary, Form 10.06.2, with the preliminary case research information for all felonies, and misdemeanors involving firearms, to the detective commanding officer for distribution to the appropriate I/O;

Note: If case research indicates that an "Investigative Hold" is appropriate for any case, the PDC may place a hold without the I/O's approval.

- * Updating the Primary Investigative Unit (PIU) responsibility section when investigative responsibility for booked property has been transferred to another entity. The DR number shall be "Rerouted" to the assuming I/O's division and the "Related Employee" section updated with the I/O information. Once the PIU responsibility has been transferred, an "Investigative Hold" should be placed on the property;

Note: Responsibility for the disposition of booked property shall not be rerouted to other Areas/divisions as a result of personnel transfers. The PDC shall telephonically contact the transferred employee(s) if needed.

- * Updating APIMS by the last day of the month;
- * Retaining all signed Item Detail Summaries in accordance with records retention requirements for original documents;
- * Ensuring that co-defendants are listed as additional suspects or arrestees in APIMS;
- * Performing ad-hoc queries in APIMS as requested; and
- * Updating APIMS when a completed Form 10.06.0 with disposition instructions is received prior to the DR number appearing on a Disposition Summary Report.

Detective Commanding Officer - Responsibilities. Upon receipt of an Item Detail Summary, the detective commanding officer shall:

- * Distribute the Item Detail Summary to the I/O responsible for the disposition instructions;
- * Ensure that each completed Item Detail Summary contains all required information; and
- * Ensure that each completed Item Detail Summary is returned to the PDC by the 20th day of each month.

Investigating Officer - Responsibilities. Upon receipt of an Item Detail Summary, investigating officers shall:

MAY 5, 1995

- * Ascertain the correct disposition instructions for each Item Detail Summary;
- * Ensure that co-defendants are listed as additional suspects or arrestees in APIMS;
- * Complete the Item Detail Summary by entering the appropriate disposition instruction(s) such as: Investigative Hold, Authorized for Release, Authorized for Disposal, or Reroute;

Note: Holds on property shall not exceed six-month increments with the exception of property booked in connection with homicide, rape, or officer-involved-shooting investigations. Such holds may be placed in one-year increments.

- * Include the designated recipient's full name and address, and item numbers when property is to be released;

Note: Investigating officers are required to sign the Item Detail Summary for items authorized for disposal or release.

- * Complete a Property Disposition/Update Request and forward it to the PDC for input into APIMS if an Item Detail Summary has not been generated and property is available for release or disposition; and
- * Present a completed Property Disposition/Update Request to a property officer if property must be immediately released to a waiting individual and the PDC is not available. The property officer shall input the release instructions into APIMS and release the property.

Note: If property is booked at another Property Division facility, a property officer shall input the release instructions into APIMS and refer the person to whom the property is being released to the appropriate property room.

A teletype to a Property Division facility in order to release property is appropriate only when a PDC or Area property officer is not available and an immediate release is necessary.

- VI. TRANSFER OF PHOTOGRAPHS, DOCUMENTS, OR OTHER MISCELLANEOUS PAPERS TO CASE FILES.** Once a case is closed, an I/O may retain certain items of booked evidence. Those items include photographs, documents, or other miscellaneous papers relevant to the current or any future case. The items shall be released (in APIMS) to the I/O and retained in one of the following packages, listed in priority order:

MAY 5, 1995

- * The murder book;
- * Detective's Case Envelope, Form 15.15; or
- * The detective work folder

In order to obtain the items, the I/O shall:

- * Request the approval of the I/O's commanding officer;
- * If approved, complete disposition instructions on a Property Disposition/Update Request authorizing release to the I/O; and
- * Maintain the items in the appropriate package.

Exception: Videotapes or contraband may not be retained in the Murder Book, Detective Case Envelope, or detective work folder.

Note: The release instructions shall contain the I/O's name and division of assignment. "Unk" shall be entered in the address field so a Property Owner's Notification, Form 10.14.1, will not be generated.

VII. INVESTIGATOR'S FINAL REPORT, FORM 5.10.0 - REVISED. The Investigator's Final Report, Form 5.10.0 is revised. All evidence-related areas in Section E are eliminated. Investigating officers should use a Property Disposition/Update Request for any property or APIMS-related transactions. This revision will be made at the next scheduled printing.

VIII. DISPOSITION OF LICENSE PLATES - REVISED. When license plates are no longer needed as evidence, they shall be "Authorized for Disposal" by the concerned employee. Property Division shall transfer the license plates to Central or Valley Property Section pending relinquishment to the California Department of Motor Vehicles (DMV). License plates shall not be released to individuals. Persons requesting the release of license plates shall be referred to the DMV.

Exception: Personalized license plates are eligible for release to the owner or agent. If an owner or agent is not available, the license plate shall be "Authorized for Disposal".

IX. DISPOSITION OF COUNTERFEIT CURRENCY - REVISED. Counterfeit currency shall be "Authorized for Release" to the United States Secret Service under the "Government Agent" code. The listing shall be as follows:

Last name: U.S. Secret Service
Address: 255 E. Temple Street
Los Angeles, Calif. 90012

MAY 5, 1995

Property Division shall transfer counterfeit currency to Central or Valley Property Section pending relinquishment to the United States Secret Service.

- X. **APIMS CONFIDENTIALITY.** For those instances which require the booking of property to be confidential, the booking officer shall include the words, "Confidential Booking", in large letters on the first line of the Property Report, Form 10.1. Access to any confidential booking information is restricted to Property Division personnel and the concerned investigating unit's Property Disposition Coordinator.

- XI. **SHIPPING BOOKED PROPERTY - REVISED.** Booked property shall be shipped or mailed only to a person or agency making a written or teletyped request to the Department. Small items of property shall be mailed prepaid, and certified if applicable, through the U.S. Postal Service. Large items shall be shipped via the City-contracted parcel delivery service.

Exception: At the discretion of the Commanding Officer, Property Division, recipients of booked evidence may be required to make their own shipping arrangements.

Firearms shall not be shipped to an individual. The owner shall be instructed to:

- * Contact a local law enforcement agency willing to accept delivery of the firearm; and
- * Request the agency to telephonically contact the shipping officer, Central Property Section, for further information.

The property officer finalizing shipping arrangements shall update APIMS with the release information provided by the outside agency.

- XII. **DEVELOPING BOOKED FILM.** When booked film needs to be developed, the I/O shall:

- * Request the PDC "Release" (in APIMS) the film to the I/O;

Note: The PDC shall enter "To be developed" in the additional comments field.

- * Obtain the film from Property Division and transport it to the Photo Lab, SID for development; and
- * Complete a supplemental Property Report, Form 10.1, listing the photographs or negatives as the next sequential item number from the most recent Property Report; OR


MAY 5, 1995

- * Complete a Follow-Up Investigation, Form 3.14, if the photographs or negatives are to be retained at the Photo Lab, SID; and
- * Include the Photo Lab PC number on the Property Report.

FORMS AVAILABILITY: The Property Disposition Request, Form 10.06.0, will be revised at the next routine printing. All existing stocks of the Form 10.06.0 should be used until depleted.

AMENDMENTS: This Order adds Sections 4/212.56, 4/501.10, 4/548, 4/548.10, 4/550.20, 4/550.30, 4/570.15, and 4/570.25 to; amends Sections 4/545.30, 4/550.05, 4/550.10, 4/575.20, 5/5.10.0, and 5/10.06.0 of; and deletes Section 4/555.70 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JULY 21, 1995

SUBJECT: NOTICE OF TRAINING - ESTABLISHED

PURPOSE: This Order establishes procedures for notifying employees of training assignments and standardizes procedures for recording employee training assignment information. This Order also changes the title of the Officer Subpoena Record, Form 15.29, to "Employee Subpoena Record," Form 15.29.

PROCEDURE:

I. OFFICER SUBPOENA RECORD, FORM 15.29 - REVISED

- A. Use of Form.** The form will continue to be used as outlined in Section 5/15.29 of the Department Manual. In addition, this form is used to document service of Training Orders issued by Training Division.
- B. Completion.** The title of the form is changed to "Employee Subpoena Record," Form 15.29. The form shall be completed for all Department personnel that are served with criminal and/or civil subpoenas and Training Orders.

II. NOTICE OF TRAINING.

- A. Training Order.** The Training Order, Form 15.2 is used by Training Division and is sent to Area and bureau commanding officers to notify employees of training assignments.
- B. Completion - General.** A Training Order shall be issued by Training Division to each employee assigned to training.
- C. Distribution.**
 - 1 - Original, retained at Training Division.
 - 1 - Copy, Bureau Training Coordinator.
 - 1 - Copy, Area/division Training Coordinator.
 - 1 - Copy, Area/division subpoena control officer.
 - 1 - Copy, retained by the concerned employee.
 - 5 - TOTAL

III. NOTIFICATION OF A TRAINING ASSIGNMENT. Upon receipt of the Training Order, the concerned commanding officer

JULY 21, 1995

shall ensure that the Training Order is served to each named employee. Employees listed on a Training Order shall be carried "Loaned to Training Division" on all assigned dates. The training assignment is a primary duty assignment (with the exception of court and pre-scheduled vacations) for all personnel and any scheduling conflicts are to be resolved in favor of the training assignment.

NOTE: For timekeeping purposes, employees assigned to training shall be shown as "L/P" (leave with pay) on all timekeeping documents.

Training Orders shall be controlled by the subpoena control officer and shall be distributed for service in the same manner as subpoenas.

A. Subpoena Control Officers' Responsibilities. The subpoena control officer shall:

- * Upon receipt of the Training Order, cause an entry of the training information to be made in the Employee Subpoena Record, Form 15.29;
- * Forward two copies of the Training Order, and the Employee Subpoena Record to the concerned employee's watch commander for service; and,
- * Forward all initialed Training Orders to the training coordinator.

NOTE: The subpoena control officer shall maintain the Training Orders for Department entities that do not have a training coordinator.

Training Orders that cannot be served shall have a reason for non-service documented on the Order and shall be signed by a supervisor. The Training Order shall then be immediately returned to the In-Service Training Unit, Training Division.

The subpoena control officer should keep a copy of all Training Orders for his/her files.

B. Supervisors' Responsibilities. Supervisors serving a Training Order shall:

- * Issue a copy of the Training Order to the concerned employee and ensure that the employee **initials** both **copies** of the Order;
- * Cause the concerned employee to initial the corresponding entry in the Employee Subpoena Record, Form 15.29.

JULY 21, 1995

Note: Supervisors shall initial the appropriate entry in the Employee Subpoena Record, Form 15.29, documenting service of the Training Order.

Training Orders that cannot be served shall have a reason for non-service documented on the Order and signed by a supervisor.

- C. **Training Coordinators' Responsibility.** Training coordinators shall ensure that served Training Orders are filed alphabetically in a three-ring binder until it is verified through the Training Management System (TMS) that the employee has completed the course. Once verified through TMS, the Training Order with the employee's initials shall be pulled from the three-ring binder and retained in accordance with applicable records retention requirements.

Note: The subpoena control officer shall assume the training coordinator duties for Department entities that are not allocated, or do not require, a full-time training coordinator.

FORM AVAILABILITY: The revised Employee Subpoena Record, Form 15.29 will be available for ordering when existing stock has been depleted from Supply Division.

AMENDMENTS: This Order amends Sections 2/540.10, 3/210.10, 3/762.92, and 5/15.29 of, and adds Section 3/762.91 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each bureau and each group not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

AUGUST 18, 1995

SUBJECT: TRANSFER OF INVESTIGATIVE RESPONSIBILITY OF NON-SUFFICIENT FUNDS AND ACCOUNT CLOSED CHECKS FROM BUNCO-FORGERY DIVISION TO THE LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

PURPOSE: California Penal Code Section 1001.60 grants local county district attorney offices the authority to establish programs to investigate crimes and obtain restitution for victims on any non-sufficient-funds and/or account-closed check cases occurring within the county of their jurisdiction. The District Attorney of Los Angeles County has established the "Bad Check Enforcement Program" (BCEP). Effective immediately, this Order transfers investigative responsibility for all non-custody, non-sufficient-funds (NSF) and account-closed check cases from Bunco-Forgery Division to the BCEP, Los Angeles County District Attorney's Office.

PROCEDURE:

I. BAD CHECK ENFORCEMENT PROGRAM REQUIREMENTS. Any person who negotiates a check(s) that is rejected NSF or account closed is eligible for referral to the BCEP when the following conditions exist:

- * The check(s) was written and negotiated within the County of Los Angeles;
- * The victim has submitted the check(s) to a financial institution twice (account-closed checks need only be submitted to a financial institution once); and
- * The amount of the NSF or account-closed check(s) is \$25 or greater.

Bad check(s), in one or more of the following categories, are **ineligible** for the BCEP:

- * Check(s) over 90 days old;
- * Stop-payment check(s);
- * Government check(s) and warrants;
- * Payroll check(s);
- * Post-dated check(s);
- * Check(s) held for an agreed time;
- * Check(s) for which partial restitution has been received;
- * Check(s) for payment of a personal loan or for ongoing credit accounts;
- * Check(s) already given to a private collection agency for collection; or
- * Bad check(s) resulting from a service charge on a checking account by a financial institution.

Note: Check(s) that are forged, fictitious, out-of-state, or false instruments shall be handled in accordance with established Department procedures.

III. OFFICERS' RESPONSIBILITIES. Officers who come in contact with a victim(s) of a NSF or account-closed check(s) shall inform the victim(s) that the investigation is the responsibility of the Los Angeles County District Attorney's BCEP and shall:

- * Ensure that the victim(s) is provided with, or advised how to obtain, a BCEP brochure which explains the program, and a Bad Check Report, District Attorney Form DA-1516-F-76B91C.
- * Advise the victim(s) that they may attach up to six original checks written by the same maker to each Bad Check Report;
- * Advise the victim(s) to complete and forward the Bad Check Report and the original check(s) to the BCEP for processing; and
- * Advise the victim(s) that check(s) which do not meet the criteria of the BCEP or are not otherwise within the purview of the Department, should be pursued through civil channels.

Note: All persons arrested for a NSF or account-closed check shall be processed in accordance with established Departmental procedures. Officers with such arrestees shall contact BFD during business hours, and Detective Headquarters Division during non-business hours, for advice.

IV. AREA COMMANDING OFFICERS' RESPONSIBILITIES. Area commanding officers shall ensure that a sufficient supply of BCEP brochures and Bad Check Reports, District Attorney Form DA-1516-F-76B91C, are maintained at the community police stations and community sub-stations for distribution to the public.

V. FORGERY SECTION, BUNCO-FORGERY DIVISION RESPONSIBILITIES - REVISED. Forgery Section, BFD, shall be responsible for the investigation and ultimate disposition of all NSF and account-closed check(s) cases involving an arrestee. Forgery Section, BFD, shall also be available, during business hours, for advice on all questions regarding NSF and account-closed check(s).

FORMS AVAILABILITY: The BCEP brochures and Bad Check Reports, District Attorney Form DA-1516-F-76B91C, are available for ordering from the District Attorney's Bad Check Enforcement Program Office by calling (213) 974-5951. The District Attorney's Office will ensure that all orders are promptly delivered.

AMENDMENTS: This Order amends Sections 2/1044.01 and 2/1044.31 of the Department Manual.

AUGUST 18, 1995

AUDIT RESPONSIBILITY: All operations bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

SEPTEMBER 13, 1995

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order advises Department employees of certain revisions to the Department Manual.

PROCEDURE:

I. PROCEDURES RELATING TO THE RELEASE OF EMPLOYEE

INFORMATION. Members of this Department occasionally receive inquiries relating to personnel information on former and active Department employees. Most of these inquiries are simply employment verification checks from potential lenders. However, potential employers often request more detailed information of a confidential nature. Because of the confidential nature of much of the information contained in personnel files, the Department must be selective in the information that is released. This Order establishes procedures for the release of employee information to outside requesters.

A. Release of Information by Areas/Divisions. Commanding officers, watch commanders, and unit officers-in-charge may respond to written and telephonic requests for employment verification regarding an **active** Department employee with the following information:

- * Dates of employment;
- * Civil Service Classification; and
- * Salary range for the Civil Service Classification, including any step and/or bonus pay.

Note: Requests for specific salary information regarding an employee shall be referred to Personnel Division.

Requests for information other than that which is listed above shall be referred to Personnel Division. All requests regarding **former** employees shall be referred to Personnel Division.

B. Personnel Division - Responsibility. Personnel Division shall respond to all requests for information regarding former Department employees and to those requests for information regarding current employees that are received by Personnel Division. The Commanding Officer, Personnel Division, shall establish procedures to ensure the proper release of employee information by Personnel Division staff.

AMENDMENTS: This Order adds Sections 3/729, 3/729.20, and 3/729.40 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. DETONATION AND BOOKING OF VEHICULAR AIR BAG MODULES.

Recoveries of stolen vehicle air bag modules have dramatically increased in the last few years. An intact air bag module is an explosive device capable of being propelled approximately 60 feet if accidentally detonated. A vehicular air bag module contains preservative powder, an ignition device, explosive material, and a gas generant. Special precautions must be taken when recovering uninstalled, undetonated air bag modules.

This Order delineates procedures for securing, recovering and booking uninstalled air bag modules.

A. Employees' Responsibilities. Employees who come in contact with an uninstalled air bag module which has been detonated (i.e., bag deployed, preservative powder residue visible) shall recover and book the detonated air bag module in accordance with standard property booking procedures. No special handling is required.

Employees who come in contact with an uninstalled, **undetonated** air bag module shall:

- * Secure the immediate area;
- * Request the Bomb Squad, Firearms and Explosives Section, Scientific Investigation Division, to respond to the scene;

Note: During off-hours, the Bomb Squad may be contacted through Detective Headquarters Division.

- * Complete a Property Report, Form 10.01, including the name of the Bomb Squad member who detonated or took custody of the air bag module; and
- * If the module was detonated by the Bomb Squad, recover and book the remains of the module in accordance with standard property booking procedures.

B. Firearms and Explosives Section, SID - Responsibilities. The Firearms and Explosives Section shall:

- * Respond to all requests involving air bag module(s);
- * Detonate air bag modules if appropriate; and

- * Assume custody and storage of air bag modules contained in the manufacturer's original packaging.

AMENDMENTS: This Order adds Sections 4/229 and 4/299.10, and amends Sections 2/670.81 and 2/670.83 of, the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of each operations bureau and Scientific Investigation Division shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. DOMESTIC VIOLENCE VICTIM'S MEMO, FORM 15.40.1, AND DOMESTIC VIOLENCE FIELD NOTEBOOK DIVIDER, FORM 18.30.2 - REVISED.** The Domestic Violence Victim's Memo, Form 15.40.1, has been revised to conform to the requirements of Penal Code Section 13701, Subdivisions (i) (1) (A) and (i) (5) (A), (B), and (C). The Domestic Violence Field Notebook Divider, Form 18.30.2, has been revised to provide officers with an updated, comprehensive checklist, and Penal code sections for reference.

Procedures for providing Domestic Violence Victim's Memo, Form 15.40.1, have not changed. Officers shall provide a copy of this form to all victims of domestic violence as required by Department Manual Section 5/15.40.1.

FORMS AVAILABILITY: The revised Domestic Violence Victim's Memo, Form 15.40.1, and Field Notebook Divider - Domestic Violence, Form 18.30.2, are now available for order at Supply Division.

AUDIT RESPONSIBILITIES: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. GUIDELINES FOR K-9 SEARCHES, FORM 18.42 - ESTABLISHED.** This Order activates the Guidelines for K-9 Searches, Field Notebook Divider (FND), Form 18.42. It outlines criteria for the use of a K-9 search team.

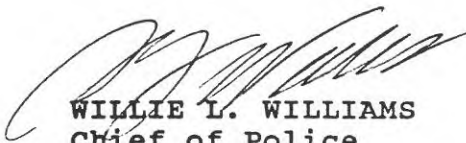
Guidelines for K-9 Searches Field Notebook Divider - Activated. The timely initiation of a K-9 search can be critical to successfully locating an outstanding suspect(s). The FND provides basic guidelines for a K-9 response.

FORM AVAILABILITY: Guidelines for K-9 Searches, FND, Form 18.42, is now available for ordering at Supply Division.

AMENDMENTS: This Order adds Section 5/18.42 to the Department Manual.

SEPTEMBER 13, 1995

AUDIT RESPONSIBILITIES: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

NOVEMBER 14, 1995

SUBJECT: STRATEGIC PLANNING ORGANIZATION - ACTIVATED

PURPOSE: A long-range Strategic Plan to guide the Department into the twenty-first century has been developed with input from community leaders, elected and appointed officials, Department employees, and Los Angeles residents and business people. The plan, "Commitment to Action," charts the course of the Department for the next five years and is part of a continuous effort to ensure that the Department is prepared and committed to fulfill its public safety mission and respond to the diverse communities of the City. To ensure the Department moves toward the goals of the Strategic Plan and to ensure that strategic planning is a continuous and dynamic process, this Order establishes the Strategic Planning Review Board, Strategic Planning Coordinator, and the Strategic Planning and Research Unit.

PROCEDURE:

I. LONG RANGE PLANNING COMMITTEE - DEACTIVATED.

The Long Range Planning Committee is hereby deactivated.

II. STRATEGIC PLANNING REVIEW BOARD - ACTIVATED.

Responsibilities. The Strategic Planning Review Board (SPRB) is responsible for maintaining the continued drive of strategic planning for the Department and for monitoring the Department's progress on the Strategic Plan. The SPRB will review matters of major concern related to the Department's Strategic Plan and, unless otherwise noted, will meet quarterly to:

- * Monitor the Department's progress in implementing the Strategic Plan;
- * Review all policy decisions that affect strategic planning;
- * Evaluate Department policies/priorities to ensure consistency with the Strategic Plan;
- * Review changes and/or revisions to the Strategic Plan; and
- * Make recommendations to the Chief of Police and Board of Police Commissioners.

Membership. The SPRB will be composed of the following:

- * Chief of Staff, Office of the Chief of Police - Chairperson
- * Director, Office of Operations - member
- * Director, Office of Administrative Services - member
- * Commanding Officer, Planning and Research Division - advisory member

NOVEMBER 14, 1995

Reviewing Officer. The Chief of Police is the Reviewing Officer on all matters under the purview of the SPRB.

III. STRATEGIC PLANNING COORDINATOR - ACTIVATED. The Commanding Officer, Planning and Research Division, is hereby designated as the Strategic Planning Coordinator (SPC).

Responsibilities. The SPC shall be responsible for:

- * Serving as an advisory member to the SPRB; and
- * Determining which issues are presented for consideration by the SPRB.


IV. STRATEGIC PLANNING AND RESEARCH UNIT - ACTIVATED. The Strategic Planning and Research Unit (SPRU), Planning and Research Division, is hereby activated under the line command of the Commanding Officer, Planning and Research Division.

Responsibilities. The SPRU is responsible for:

- * Providing staff support for the SPRB and SPC;
- * Coordinating the Department's strategic planning efforts;
- * Providing the SPRB with updated information regarding the Department's progress in implementing the Strategic Plan;
- * Recommending changes/revisions to the Strategic Plan as necessary;
- * Printing and dissemination of the Strategic Plan;
- * Coordinating strategic planning updates for the Department command staff at annual Executive Management Workshops;
- * Researching futures trends; and
- * Maintaining a repository of futures research material.

AMENDMENTS: This Order amends Sections 2/093.05, 2/206, 2/215.22, 2/215.24, 2/215.25, 2/309.01 and 2/907.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Planning and Research Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "B"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

DECEMBER 7, 1995

SUBJECT: REVISED TIME LIMIT FOR LOANS TO ADVANCED PAYGRADE ASSIGNMENTS

PURPOSE: In order to accommodate deployment scheduling, the Department has increased the time limit for loans to higher paygrade assignment from 45 days to 56 days.

PROCEDURE:

- I. EXCEPTIONAL PAYGRADE ASSIGNMENTS - TEMPORARY ASSIGNMENT.**
Officers from a lower paygrade position may be temporarily assigned to a position normally assigned to officers in an advanced paygrade for a period of time not to exceed 56 consecutive calendar days.
- II. OUTSIDE OF PAYGRADE.** An officer from a lower paygrade position who is assigned to perform the duties of an officer in an advanced paygrade position for a period of time not to exceed 56 consecutive calendar days shall continue to receive compensation at the salary level held prior to the temporary assignment. At the conclusion of the 56-day time period, the officer shall be removed from the position for a minimum of two deployment periods.

Note: If the officer has been selected and advanced to the paygrade designated for the position, nothing shall preclude permanent assignment of the officer to the position prior to the expiration of the two-deployment period time limit.

AMENDMENTS: This Order amends Sections 3/762.92 and 3/763.65 of the Department Manual.

AUDIT RESPONSIBILITIES: Each bureau and group commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

DECEMBER 15, 1995

SUBJECT: VICTIM OF A SEX CRIME REQUEST FOR CONFIDENTIALITY OF
INFORMATION FORM - ESTABLISHED

PURPOSE: Government Code Section 6254 states that personal information relating to the victim of a sex offense may be released unless the victim formally requests that the information be kept confidential. On January 1, 1993, the California State Legislature enacted California Penal Code Sections 293 and 293.5. Penal Code Section 293 mandates that any law enforcement agency receiving a report alleging a sex crime, must inform the victim of his or her option to request confidentiality and requires that the victim's response be documented. Penal Code Section 293.5 provides that the court may order the victim of a sex crime to be identified as either Jane or John Doe in all records and court proceedings, if the court finds that such an order is reasonably necessary to protect the privacy of the victim.

Penal Code Sections affected by this Order are those specifically enumerated in Government Code Section 6254:

- * 261 - Rape
- * 264 - Rape of spouse; unlawful sexual intercourse
- * 264.1 - Rape or penetration of genital or anal openings by a foreign object, acting in concert by force or violence
- * 286 - Sodomy
- * 288 - Lewd or lascivious acts with a child under the age of 14
- * 288a - Oral copulation
- * 289 - Penetration of genital or anal openings by a foreign object

This Order establishes procedures for advising sex crime victims of their right to privacy in accordance with Penal Code Section 293. In addition, this Order activates the Victim of a Sex Crime Request for Confidentiality of Information, Form 3.02 (in English) and Form 3.02.1 (in Spanish) to ensure proper documentation of the victim's decision to their right of confidentiality.

PROCEDURE:

I. VICTIM OF A SEX CRIME REQUEST FOR CONFIDENTIALITY OF
INFORMATION, FORM 3.02 - ACTIVATED.

Use of Form. This form is used to document the response of sex crime victims after they have been advised of their right to confidentiality, as required by California Penal Code Section 293.

Completion. The Form 3.02 is completed by the employee taking a crime report from any person alleging to be the victim of a sex crime as defined in Government Code Section 6254 which includes Penal Code Sections 261, 264, 264.1, 286, 288, 288a, and 289.

Note: A Form 3.02 shall be completed for all victims of sex crimes as specified in Government Code Section 6254, whether or not they exercise the right to confidentiality.

Distribution.

- 1 - Original, attached to the Preliminary Investigation Report (PIR), Form 3.01, or the Combined Crime, Arrest, and Evidence Report, Form 5.2.
- 1 - Copy, attached to the Property Report, Form 10.01, if property is to be booked.
- 1 - Copy, given to the victim making the crime report or, the parent or guardian if the victim is a minor.

3 - TOTAL

VICTIM OF A SEX CRIME REQUEST FOR CONFIDENTIALITY OF INFORMATION, FORM 3.02.1 - SPANISH - ACTIVATED.

Use of Form. This is the Spanish translation of Form 3.02.

II. EMPLOYEES' RESPONSIBILITIES. In addition to complying with the established procedures for handling the preliminary investigation of a sex offense, employees shall:

- * Advise the victim of their right to confidentiality;
- * Request that the victim initial the appropriate statement referencing victim confidentiality on the Form 3.02 or 3.02.1 and sign the form as an acknowledgment of the advisement;

Note: If the victim of a sex crime is traumatized to such a degree that he or she is unable to comprehend the advisement or unable to sign the Form 3.02 or 3.02.1, the officer shall document this fact at the beginning of the narrative of the crime report. In such cases, the victim shall be advised of his or her rights by the assigned detective conducting the follow-up investigation. If the victim of a sex crime is a minor, the parent or guardian of the victim shall complete and receive a copy of the form.

If no parent or guardian is present, the officer receiving the report shall contact the Area Major

Assault Crimes (MAC) Coordinator. If the Area MAC Coordinator is not available, Juvenile Division shall be contacted for advice. After normal business hours, the employee shall contact Detective Headquarters Division (DHD) for advice.

- * Record the victim's information **only** on the Form 3.02 or 3.02.1;
- * Draw a diagonal line through any victim information fields on any other Department form, whether or not the victim requests confidentiality;

Note: Officers shall remove all victim's information such as name, address, phone number, and description from all outside agency forms such as medical reports, DPSS reports, etc. Once the information has been removed, officers shall record the DR number in the upper right-hand corner of the document. The documents shall then become a page of the Department's report and numbered accordingly.

- * Provide a copy of the Form 3.02 or 3.02.1 to the victim; and
- * Attach the original Form 3.02 or 3.02.1 as the cover sheet of the PIR, Form 3.01, or the Combined Crime, Arrest, and Evidence Report, Form 5.2, and write "SEX CRIME - 3.02 (or 3.02.1) ATTACHED" along the left margin of the Forms 3.01, 5.2, or 10.01.

III. **COMMANDING OFFICER, RECORDS AND IDENTIFICATION DIVISION - SPECIAL DUTIES.** The Commanding Officer, Records and Identification (R&I) Division, is responsible for maintaining files that are confidential in nature. The release or inspection of confidential reports such as records of certain required registrations, correspondence regarding criminal matters, and crime reports requires the approval of the Commanding Officer, R&I Division. Special attention should be given to safeguarding those crime reports of sex crimes that require confidentiality pursuant to California Penal Code Section 293 (Victim of a Sex Crime Request for Confidentiality of Information).

The Crime and Miscellaneous Reports Section, R&I Division, are responsible for ensuring that crime reports involving sex crimes in which the victim has requested confidentiality pursuant to California Penal Code Section 293 are properly safeguarded and not made a matter of public records.

IV. **RESTRICTIONS FOR THE RELEASE OF SEX CRIME INFORMATION.** Department personnel shall not disclose the address of any person who alleges to be the victim of a sex crime.

DECEMBER 15, 1995

Department personnel shall not disclose the name of any person who alleges to be the victim of a sex crime, if that person has requested confidentiality.

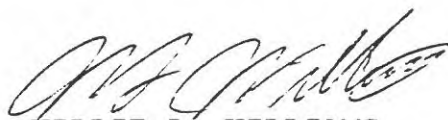
Exception: Confidential information concerning a person who alleges to be the victim of a sex crime may be released to a prosecutor or other persons or public agencies where authorized or required by law.

- V. **RELEASE OF SEX OFFENSE REPORT INFORMATION.** An employee receiving a request for information or a request for copies of a crime or a combined crime/evidence and arrest report that deals with a sex offense shall refer the requestor to the Office of the Commanding Officer, R&I Division.

FORMS AVAILABILITY: The Victim of a Sex Crime Request for Confidentiality of Information, Forms 3.02 (English) and 3.02.1 (Spanish), are attached for duplication and immediate use. A Notice will be published when the forms become available for ordering at Supply Division.

AMENDMENTS: This Order adds Sections 3/413, 3/413.10, 5/3.02, and 5/3.02.1 to, and amends Sections 2/620.03, 2/620.41, and 3/406.10 of, the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of each operations bureau and the commanding officers of Support Services Bureau and Criminal Intelligence Group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachments

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT

**Victim of a Sex Crime
Request for Confidentiality of Information**

*** CONTROLLED DOCUMENT ***

DATE	TYPE OF CRIME:	DR. NO:
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Law enforcement authorities are required by law to release certain information on crime reports upon request, as a matter of public record. If someone asks for information on this crime report, your name will be released with the information unless you request that your name be kept confidential pursuant to Section 6254 of the Government Code. Sex offenses as Defined in Section 6254 of the Government Code include Penal Code Sections 261, 264, 264.1, 286, 288, 288a and 289.

By initialing the appropriate statement below and signing this form, you are informing law enforcement agencies and the courts of your choice for confidentiality.

(vict. initials) **I hereby exercise my right to confidentiality and request that my name not become a matter of public record pursuant to Section 6254 of the Government Code.**

(vict. initials) **I hereby decline to keep my name confidential.**

(ofcr. initials) **The victim is a minor without a parent or guardian present. The below signed authorized agent hereby exercises the right of privacy for the minor and requests that the victim's name not become a matter of public record pursuant to Section 6254 of the Government Code (This authorization should be obtained through the Area Major Assault Crimes coordinator).**

I, _____, (officer advising) advised victim (named below), that his/her name will become a matter of public record unless he/she requests that it be kept confidential.

V I C T I M	LAST NAME, FIRST, MIDDLE		SEX	DESC.	AGE	DOB
	ADDRESS		ZIP	PHONE		X
	R -					
	B -					
	DR. LIC. NO. (IF NONE, OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN (IF APPLICABLE)		OCCUPATION	
LOCATION OF OCCURRENCE			SAME AS V'S <input type="checkbox"/> RES. <input type="checkbox"/> BUS.			R.D.

Signature of Victim: _____

REPORTING EMPLOYEE(S)	INITIALS, LAST NAME	SERIAL NO.	DIV./DETAIL	SUPERVISOR

- ☐ "Taking Action" booklet provided.
- ☐ Domestic Violence Victim's Memo, Form 15.40.1 given.
- ☐ Rape Victim Counseling Center notified (264.2 PC) with consent of victim

LOS ANGELES POLICE DEPARTMENT

Victim of a Sex Crime Request for Confidentiality of Information

* CONTROLLED DOCUMENT *

DATE	TYPE OF CRIME:	DR NO:
------	----------------	--------

Las dependencias judiciales estan obligadas a revelar cierta información contenida en denuncias criminales basado en el hecho que estos documentos son archivos públicos. Si alguna persona solicita información de esta denuncia la informacion que incluye su nombre sera entregada a menos que usted solicite que su nombre se mantenga confidencial de acuerdo a la Sección 6252 del Código Gubernamental. Delitos sexuales como se interpretan en la Sección 6254 del Código Gubernamental incluyen las Secciones del Código Penal 261, 264, 264.1, 286, 288, 288a, y 289.

Asentando sus iniciales en el margen apropiado y firmando este documento senala a las dependencias judiciales y a los tribunales de juicio su deseo de mantener su nombre en estado confidencial.

(vict. initials) **Por este medio medio invoco mi derecho a mantener mi confidencialidad de que mi nombre no se declare en documentos de archivos publicos de acuerdo a la Sección 6254 del Código Gubernamental.**

(vict. initials) **Por este medio rechazo mantener mi nombre confidencial.**

(ofcr. initials) **La victima es menor de edad sin padres o tutores. El agente autorizado que firma este documento invoca el derecho confidencial por parte del menor y solicita que el nombre de la victima no se manifieste en documentos publicos de acuerdo a la Sección 6254 del Código gubernamental. (Esta autorización deberia obtenerse por parte del coordinador correspondiente de delitos y asaltos de grado mayor).**

I, _____, (officer advising) advised victim (named below), that his/her name will become a matter of public record unless he/she requests that it be kept confidential.

V I C T I M	LAST NAME, FIRST, MIDDLE		SEX	DESC.	AGE	DOB
	ADDRESS		ZIP		PHONE	
	R -					
	B -					
	DR. LIC. NO. (IF NONE, OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN (IF APPLICABLE)		OCCUPATION	
LOCATION OF OCCURRENCE			SAME AS VS <input type="checkbox"/> RES. <input type="checkbox"/> BUS.			R.D.

Signature of Victim: _____

REPORTING EMPLOYEE(S)	INITIALS, LAST NAME	SERIAL NO.	DIV./DETAIL	SUPERVISOR

- ☐ "Taking Action" booklet provided.
- ☐ Domestic Violence Victim's Memo, Form 15.40.1 given.
- ☐ Rape Victim Counseling Center notified (264.2 PC) with consent of victim

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

DECEMBER 29, 1995

SUBJECT: NON-OCCUPATIONAL SICK OR INJURY REPORT, FORM 1.30 -
REVISED

PURPOSE: This Order revises the Non-Occupational Sick or Injury Report, Form 1.30. The form has been revised to reflect changes concerning confidentiality of medical records pursuant to California Civil Code Section 56.10

PROCEDURE:

I. EMPLOYEES' RESPONSIBILITIES.

- A. Court Absences. When calling in sick, an employee shall notify the supervisor taking the call of any scheduled court appearance that he/she will miss during the expected duration of the sick leave.

Note: The concerned court may order the employee to provide specific information pertaining to an illness or diagnosis for his/her absence. Failure to provide such information could cause the employee to be liable for a variety of penalties up to and including "contempt of court," per Section 1331 of the California Penal Code.

- B. Duty Restrictions. Employees on restricted duty shall immediately notify their watch commander or immediate supervisor when certified to return to full duty by the attending physician or physician's assistant. Employees shall also provide documentation verifying their change of status.

II. SUPERVISORS' RESPONSIBILITIES. When a supervisor is notified that an employee is sick and/or injured, the supervisor shall not inquire about the employee's specific medical condition or diagnosis. Supervisors shall only ask if the illness or injury is either a duty or non-duty related occurrence. If the injury or illness is duty related, supervisors shall complete an Employer's Report of Occupational Injury or Illness Report, Form General 166. A Form 1.30 shall continue to be used for reporting injured on duty (IOD) revisits.

- A. Medical Reports. If the employee or physician voluntarily releases a medical report to a supervisor to fulfill the requirements for proof of disability, the report shall be treated as confidential and forwarded to Medical Liaison Section. In questionable cases, the concerned supervisor shall contact Medical Liaison Section for advice.

DECEMBER 29, 1995

- B. **Court Absences.** Supervisors shall complete the section on the Form 1.30 that reads "DOES THE EMPLOYEE EXPECT TO MISS A SCHEDULED COURT APPEARANCE?" If the employee expects to be absent from court due to his/her illness, the supervisor shall determine from the employee, the approximate duration of the employee's absence. If applicable, the supervisor shall also complete the doctor's name, address and phone number on the space provided on the Form 1.30. A copy of the form shall be forwarded to the divisional subpoena control officer for completion of the Declaration for Continuance, Form 15.51.1.

If the court requests the concerned employee's medical status, the supervisor assigned to inquire into that employee's medical status becomes an agent for the court. That supervisor shall then ascertain from the employee, his/her medical status per the court's direction.

Note: Supervisors are reminded that they shall not disclose an employee's medical condition to any entity except to the judicial entity requesting such information. The information shall not be recorded on any document.

If the employee refuses to give his/her medical status, the supervisor shall verify that the employee was served with a court ordered subpoena. If the employee was served with a subpoena, the supervisor shall document the employee's refusal on the section of the Form 1.30 that reads: "Reporting Supervisor's Investigation." The Form 1.30 should be forwarded to the divisional subpoena control officer.

The investigating supervisor shall contact the concerned judicial entity and advise them of the employee's medical status, or the employee's refusal to provide information on his/her illness.

- C. **Functional Limitations.** Supervisors shall ensure that non-sworn employees comply with Department Manual Section 3/711.80. Supervisors shall only require employees to provide a statement from a registered physician or physician's assistant verifying that the employee is unable to work for a specified period of time because of functional limitations. Supervisors may ask what those functional limitations are, and whether the employee has any continuing limitations that may affect the employee's performance.

- D. **Duty Restrictions.** A new section has been added to the Form 1.30, documenting an employee's duty restrictions or any change of duty restrictions. This section shall be completed when information is given to the supervisor by an employee, with verified documentation from a registered physician or physician's assistant regarding that duty status. Supervisors shall verify the duty restriction (work status only and not the doctor's diagnosis of the illness and/or injury) of employees under their supervision every 30 days with the employee's attending physician or physician's assistant, until the employee is taken off of restricted duty by his/her physician, physician's assistant, Medical Liaison Section or the City's Medical Director. The supervisor shall document those findings on a revisit Form 1.30.

Note: If the employee produces another verified documentation from a registered physician or physician's assistant within the 30 days, that would satisfy the above requirements.

- E. **Work Schedule.** This section has been added to the Form 1.30 for supervisors to mark the appropriate checkbox pertaining to the employee's work schedule (i.e., 10/80, 9/80, 4/10, or 3/12 plan).
- F. **Total Sick Hours Used.** Supervisors shall complete this section by computing the total number of sick hours used (number of sick days x hours per day = total hours).

III. MEDICAL LIAISON SECTION - RESPONSIBILITIES. Medical Liaison Section shall ensure compliance with the confidentiality of medical records pursuant to California Civil Code Section 56.10.

Medical Liaison Section shall have the primary responsibility for obtaining necessary medical information from treating physicians. All requests for information from a treating physician shall be made through the concerned employee or Medical Liaison Section.

DECEMBER 29, 1995


IV. DISTRIBUTION. The distribution of Form 1.30 is revised as follows:

- 1 - Original, Medical Liaison Section, Personnel Division
- 1 - Employee's divisional package
- 2 - TOTAL

FORM AVAILABILITY: The revised Non-Occupational Sick or Injury Report, Form 1.30, is now available for order at Supply Division. Commanding officers shall ensure that current supplies of the Form 1.30 that reflect a revision date of March 1991 are bundled, marked "obsolete" and discarded into divisional recycling bins.

AMENDMENTS: This Order amends Sections 2/520.31, 3/210.45, 3/711.30, 3/711.60, 3/711.80, 3/718.20, and 5/1.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"